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Edmund G. Brown Jr.,
Governor



State of California
Health and Human Services Agency

Employment Opportunity

Chief Deputy Director (Exempt)

Permanent-Full Time

Position Number: 813-001-6999-001

(\$9,755-\$10,549)

Department of Rehabilitation

The California Department of Rehabilitation works in partnership with consumers and other stakeholders to provide services and advocacy resulting in employment, independent living and equality for individuals with disabilities.

Chief Deputy Director

Under the general direction of the Director, Department of Rehabilitation, the Chief Deputy Director supervises the development, implementation and operation of all services provided by the Department. As a member of the Directorate, advises and consults with the Director on issues having significant policy impact on the operations of statewide and multi-departmental rehabilitation programs. Represents the Department in contacts with the Legislature, other State agencies, governmental jurisdictions, and the public; serves as a principal member of the Department's decision-making body.

Supervises the Department's employees in five major divisions, through subordinate Career Executive Assignment (CEA) and Exempt Deputy Directors. These five divisions represent distinctly different types of programs and activities. The Chief Deputy Director also supervises the Department's Chief Legal Counsel, Chief of Audit Services, Assistant Director of Legislation, and the Chief of the Office of Civil Rights.

Additional responsibilities include:

- Serves as the Department's principal contact with all the Advisory Boards and committees, which have been established to represent the public interests in rehabilitation policy and program operations.
- Represents the Director and the Department with the California Legislature in presenting Departmental positions and advocating legislative programs.
- Represents the Director and serves as the Department's principal spokesperson on rehabilitation programs and policies with Federal officials, local government representatives, other state rehabilitation agencies, and members of Congress.
- Serves as Director with full authority in the absence of the Director.

Desired Qualifications:

- Ability to function as part of an executive management team to plan, develop, and implement department policies and priorities.
- Ability to lead, manage, and direct subordinate Deputy Directors and managers in the overall operations of the Department.

- Ability to effectively provide sound judgment in making daily decisions affecting the operation of the Department as well as all aspects of the programs administered.
- Ability to communicate effectively, orally and in writing, with the Governor's Office, the Health and Human Services Agency, Department executives, other state and federal agencies, the Legislature, and Department stakeholders, including public and private community rehabilitation programs.
- Demonstrated Knowledge of the Department's mission, goals, programs, and policies.

Special Personal Characteristics

- Appreciation of the ability of individuals with disabilities to become contributing members of our society.
- A personal commitment to the mission and goals of the Department of Rehabilitation.

Knowledge and Abilities:

Applicants must demonstrate the ability to perform high-level administrative and policy functions effectively. Such overall ability requires possession of most of the following specific knowledge and abilities:

- Knowledge of the organization and functions of California State Government including the organization and practices of the legislature and the Executive Branch; principles, practices, and trends of public administration including the budget process, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; and principles and practices of policy formulation and development.
- Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; and develop cooperative working relationships with representatives of all levels of government, the Legislature, and the Executive Branch.

Submit Standard State Application (Std 678), copy of the Governor's Exempt Appointment Application, Statement of Qualifications, and Resume to:

Department of Rehabilitation
Attn: Susi Thompson
721 Capitol Mall
Sacramento, CA 95814

Final Filing Date: Until Filled

The Standard State Application can be found by copying the following address to your Internet browser: (The address below does not function as an electronic link)

<http://www.spb.ca.gov/employment/>

A "Statement of Qualifications" is a discussion describing how a candidate's education, experience, knowledge, skills and abilities meet the minimum and desirable qualifications for this position. The statement should be no more than two (2) pages in length. Resumes do not take the place of the "Statement of Qualifications."